

FULL TIME OFFICER GROUP MINUTES

Present

Ellie Keiller, President (Chair)
Adam Goldstone, Education Officer
Helena Bailey, Sports Officer
Henny Green, Welfare Officer
Kris Ali, Housing and Community Officer
Rose Bennett, Postgraduate Officer
Shannon Farmer, Activities and Development Officer

In Attendance

Jo Thomas, CEO
Elliott Packham, Executive Assistant

Apologies

Jess Levy, Representation and Resources Officer

The Chair opened the meeting at **12.05**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	Minutes from 22/01/2017	The minutes from the meeting held on 22 nd January 2018 were approved as an accurate record of the meeting.	Approved
2	Matters arising	The HCO noted that they had received a response from the Director of Catering regarding increased food prices on campus. Officers discussed Chinese New Year and the ADO is to discuss the arrangements with the Chinese Society.	Noted Noted
3	Diaries	President – CEO DPR, University Council, Strategy Working Group, Budget Review Group, NUS Services Board, Candidate Elections Training and VC Review HCO – OneCity meeting, All Out Day, HUB Patrol, Grad Ball Working Group, Director of Support and Development 1-2-1, RA Scheme meeting, CEO 1-2-1, 360 Feedback and Green Heart Festival Task Group. RRO – NUS Talent Advisory Group meeting, JSAC, Grad Ball Working Group, Strategy Working Group, E&E Committee, SGX, Elections Assistant Interviews, CEO 1-2-1, 360 Feedback and Green Impact meeting. EO – HEFi Management Group, Inclusive Curriculum Group meeting, Study Spaces Communications Group, Race Equality Charter Steering Group, HEFi Conference Planning Group, EDG meeting and Postgraduate Conference. ADO – Medsoc meeting, Gradball Working Group, E&E Committee, SGX, Careers Network meeting, 360 Feedback and NUS Volunteer Engagement Survey meeting. WO – Inclusive Curriculum Group, Big White Wall phone call, Student Support Advisor Interviews, Advice Team	

		meeting and Zero Tolerance Policy meeting. PGO – HEFi Management Group, Inclusive Curriculum Group, Strategy Working Group, Race Equality Charter Steering Group, University Council, University Misconduct Committee, 360 Feedback and Postgraduate Conference. SO – Club Development Catch Up, Sports Awards meeting, SGX, CEO 1-2-1 and 360 Feedback	Noted
4	Mandate update	- The EO noted that a they would write an update on wifi	Noted
5	Campaigns Pot Proposal – oStem	The President presented a Campaigns Pot proposal from oStem for £715 to put on a trip to Bletchley Park for LGBTQ History Month. Officers declined this proposal on the grounds that it wasn't a campaign.	Noted Noted
6	Campaigns Pot Proposal – Oxfam Rally	The President presented a Campaigns Pot proposal from Oxfam for £166.50 their Stand As One campaign. Officers approved this proposal.	Noted Approved
7	Campaigns Pot Proposal – Go Green Week	The President presented a Campaigns Pot proposal from the EEO for £610 for Go Green Week and the Fossil Free Campaign. Officers noted that more information on what the money was to be spent on was required before a decision could be made.	Noted Noted
8	Unison Letter	The President circulated a letter from Unison addressed to the Vice Chancellor. Officers agreed to sign the letter to show support. The President is to show the letter to AS and the RRO.	Noted President
9	UEB Items	This item will be discussed at the next FTOG meeting.	Noted
6	Guild Engagement/ Social Media	Officers agreed that the following items should be promoted on social media this week: - Elections Nominations - Lockdown 10 th February - Your Ideas - Guild Awards Nominations - Harding Study Space - Reclaim the Night	All
7	Schools/Colleges Update	There were no schools or colleges updates.	Noted
8	Part Time Officer - Buddies	There were no Part Time Officer updates.	Noted
9	Officer Training & Development	There were no training and development updates	Noted
10	AOB	The Officers discussed annual leave during the Officer handover period.	Noted

The meeting closed at **13.10**

Signed

Date